



GOVERNOR'S EXECUTIVE ORDER N-29-20**
CORONAVIRUS COVID-19
AND SAN MATEO COUNTY HEALTH DIRECTIVE
FROM MARCH 17, 2020**

On March 17, 2020, the Governor of California issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the current Shelter-In-Place Order issued by the San Mateo County Health Officer which became effective on March 17, 2020, and which was updated and recently extended on April 29, 2020; the statewide Shelter-In-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020; and the CDC's social distancing guidelines which discourage large public gatherings, San Bruno City Hall is no longer open to the public for meetings of the Culture and Arts Commission.

If you would like to make a Public Comment on an item not on the agenda, or comment on a particular agenda item, please email us at twallace@sanbruno.ca.gov. The length of all emailed comments should be commensurate with the three minutes customarily allowed per speaker, which is approximately 300 words total. Emails received before the special or regular meeting start time will be forwarded to the Culture and Arts Commission, posted on the City's website and will become part of the public record for that meeting. If emailed comments are received after the meeting start time, or after the meeting ends, they will be forwarded to the Culture and Arts Commission and filed with the agenda packet becoming part of the public record for that meeting.

Individuals who require special assistance of a disability-related modification or accommodation to participate in this meeting, or who have a disability and wish to request an alternative format for the agenda, agenda packet or other writings that may be distributed at the meeting, should contact Tim Wallace, Community Services Superintendent, 48 hours prior to the meeting at (650) 616-7084 or by email at twallace@sanbruno.ca.gov. Notification in advance of the meeting will enable the City of San Bruno to make reasonable arrangements to ensure accessibility to this meeting, the materials related to it, and your ability to comment.

**CULTURE AND ARTS COMMISSION
MEETING AGENDA
Thursday, October 21, 2021 • 6:30 p.m.**

WELCOME TO OUR COMMISSION MEETING

**Zoom Meeting Details:
Please click this URL to join.**

<https://sanbruno-ca-gov.zoom.us/j/82406395952>

**Password:
316534**

**Or join by phone:
US: +1 669 900 9128
Meeting ID: 824 0639 5952**

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1. **CALL TO ORDER/ROLL CALL:** Chair Melissa Rohlf, Vice Chair Pamela Madden, Pamela Gamble, Jeanne George, Janet Monaghan, Melodie Tobin.
 2. **PLEDGE OF ALLEGIANCE:**
 3. **REVIEW OF AGENDA:**
 4. **ACCEPTANCE OF THE MINUTES:** September 16, 2021
 5. **CONSENT CALENDAR:**
 6. **PUBLIC COMMENT ON ITEMS NOT ON AGENDA:** (Note: Commission's policy is to refer matters raised in this forum to staff for investigation and/or action where appropriate. State Law, known as the "Brown Act", prohibits Commission from discussing or acting upon any matter that is not on the agenda. Non-agenda issues raised by members of the public or by the Commission may, at the discretion of the Commission, be scheduled for consideration at future meetings.)
 7. **UNFINISHED BUSINESS:**
 - a. Review Draft 2020/2021 Annual Report to City Council
 8. **NEW BUSINESS:**
 - a. Receive Presentation on the Peninsula Art Museum from Museum Co-Executive Director Megan Kamrath
 - b. Accept Staff Recommendation to Cancel December 16, 2021 Commission Meeting
 9. **ITEMS FROM COMMISSION MEMBERS:**
 10. **ITEMS FROM STAFF:**
 11. **ADJOURNMENT**

The next Regular Culture and Arts Commission Meeting will be held on Thursday, November 18, 2021 at 6:30 p.m.

**** POSTED PURSUANT TO LAW ****



MEETING MINUTES

Culture and Arts Commission September 16, 2021

1. **CALL TO ORDER/ROLL CALL:** Chair Rohlfs called the meeting of the Culture and Arts Commission to order at 6:34 p.m. Commissioners Present: Chair Melissa Rohlfs, Vice Chair Pamela Madden, Janet Monaghan, and Melodie Tobin. Absences: Gamble and George. Staff Present: Mottola and Wallace.
2. **PLEDGE OF ALLEGIANCE:** Commissioner Tobin led the Pledge of Allegiance.
3. **REVIEW OF AGENDA:** No changes.
4. **ACCEPTANCE OF MINUTES:** Minutes from August 19, 2021. **MSC Madden/Monaghan.** Accepted 4-0.
5. **CONSENT CALENDAR:** None.
6. **PUBLIC COMMENT:** None.
7. **UNFINISHED BUSINESS:** None.
8. **NEW BUSINESS:**
 - a. Discuss 2020/21 Annual Report to City Council – **Superintendent Wallace** reviewed the PowerPoint presentation. **Chair Rohlfs** asked about including attendance numbers and pictures in the presentation. **Superintendent Wallace** stated that both can be added. **Commissioner Monaghan** asked if the construction at City Park would hinder any of these activities in the next year. **Director Mottola** stated that the biggest impact will be parking. Staff will be observing what the use is and how people adjust to that. **Commissioner Tobin** volunteered to make the presentation to City Council on October 26th.
 - b. Recommend to City Council the Expenditure of an Amount not to Exceed \$2,600 to Sponsor a Community Services Department Día de los Muertos Event – **Superintendent Wallace** stated that this is a holiday observed in the United States by many people and the library for the last decade has had a Día de los Muertos event in the community room of the library. This year staff is looking at expanding the event and moving it to the Senior Center. The Senior Center has a much larger room than the library and the hvac system is far superior. The largest expense will be due to adding a band this year. Tentative date will be October 20th. **Chair Rohlfs** asked how staff will ensure that it is a positive reflection of Mexican American culture. Superintendent Wallace stated that that this event has been presented at the library for about a decade and this year staff is working with a member of the community who is a

native of Mexico. **Commissioner Monaghan** asked how this will be advertised to the Latin community. **Superintendent Wallace** stated it will be advertised through the usual channels as well as through a couple businesses downtown. **Commissioner Tobin** asked if the school board was no longer hosting it. Director Mottola stated that the school board sponsors a different one called Day of the Child. **MSC Tobin/Madden. 4-0.**

9. **ITEMS FROM COMMISSION MEMBERS:**

Commissioner Tobin asked if the Recreation Center was doing the Halloween event again. **Director Mottola** stated that Jinxed Joyride would be taking place on the Thursday before Halloween. Registration is necessary.

Chair Rohlfs asked if the Movies in the Park could not all be animated for next year and she would like to explore the possibility of having movies at other parks. **Superintendent Wallace** stated that it did come up at the last meeting that all the movies were animated and that something different was needed, but there wasn't a quorum so the top four voted movies were the ones that were shown. Sometimes the Commission has selected a little bit differently than exactly how the community vote went, but there wasn't a quorum so that couldn't be done. The Commission will talk about Movies in the Park at an upcoming meeting and at that time a discussion can take place about how the voting is done, bringing movies to other locations including the Senior Center, and showing more adult and cultural films that make people think a little more.

Commissioner Monaghan asked if Concerts in the Park used to be in August and September. **Superintendent Wallace** explained that in the past it was August and September. He believes that it was just August this year due to the construction. **Director Mottola** thinks that staff was making decisions on a bunch of unknowns due to construction and COVID, but she can research and come back with an answer.

Commissioner Tobin stated Millbrae has movies all year on one Friday a month indoors and they rotate around to the churches. She stated that movies shouldn't be repeated from one year to the next because it is frustrating for people.

Commissioner Madden stated there is usually more Music in the Park. She thinks it was probably hard to contract to have musicians come and be available since outdoor activities were so limited until June. She stated that she liked the new location of Music in the Park. There was more space to spread out.

10. **ITEMS FROM STAFF:**

- a. Peninsula Art Museum to Present at October Meeting – **Superintendent Wallace** stated that a representative from the Peninsula Art Museum has been booked to present at the October meeting. This will be the first in a series of organizations to make a presentation.

11. **ADJOURNMENT:** With no other business to be conducted, **Vice Chair Madden** adjourned the meeting at 7:16 p.m.



DATE: October 21, 2021

TO: Culture and Arts Commission

FROM: Tim Wallace, Community Services Superintendent

SUBJECT: Review Draft 2020/21 Annual Report to City Council

BACKGROUND:

Every October the Commission presents its annual report to the City Council. The report includes the Commission's accomplishments over the past 12 months as well as its goals for the following 12 months. The Commission is scheduled to present its annual report to the City Council on Tuesday, October 26, 2021.

DISCUSSION:

At its September 16, 2021 meeting Staff presented the Commission's accomplishments since the Commission's last report to Council on October 27, 2020, which are as follows:

- Re-established Library Art Gallery Program
 - Recommended Providing Stipend to Program Artists
- Sponsored Library Winter Reading & the Arts Program, which included:
 - Three Art Talks with San Francisco Museum of Fine Arts
 - Art with Peopleologie: No Tech Toys
 - Art with Peopleologie: Paper Cutting
 - Fratello Marionettes Performance
 - Cascada de Flores Dance and Music of Mexico Performance
 - Dave Rocha Jazz Trio Performance
 - Collaborative Hearts Collage Art Project
- Provided Judges for Holiday Lighting Contest
- Sponsored Movies-in-the-Park
- Sponsored Dia de los Muertos Event

In addition, Staff presented the Commission draft goals for the months of November 2021-October 2022. The goals presented are as follows:

- Sponsor Holiday Windows Art Contest
- Create Directory of San Bruno Cultural and Arts Organizations
- Continue Library Art Gallery Program
- Sponsor Movies in the Park
- Sponsor Shakespeare in the Park
- Sponsor Community Day in the Park Art Project
- Sponsor Dia de los Muertos Event
- Sponsor Chinese New Year Event
- Sponsor Black History Month Event

The Commission accepted the accomplishments and goals as stated in the staff report.

Based on these goals and accomplishments Staff created a draft annual report to be presented at the October 26, 2021 City Council meeting.

Staff will present to the Commission the draft Annual Report to City Council.

RECOMMENDATION:

Staff recommends that Commissioners provide feedback to Staff regarding the contents of the draft Annual Report.

FISCAL IMPACT:

None

ATTACHMENTS:

None



CITY OF SAN BRUNO

Community Services Department

DATE: October 21, 2021
TO: Culture and Arts Commission
FROM: Tim Wallace, Community Services Superintendent
SUBJECT: Accept Staff Recommendation to Cancel December 16, 2021 Meeting

BACKGROUND:

The Commission has traditionally cancelled its regularly scheduled December meeting.

DISCUSSION:

The December Commission meeting date always falls in mid-to-late December when many people are preparing for the several holidays that fall in late December or early January. Most Commissioners have found it inconvenient to hold a meeting in December.

RECOMMENDATION:

Staff recommends that the Commission cancel its December 16, 2021 meeting.

FISCAL IMPACT:

None

ATTACHMENTS:

None